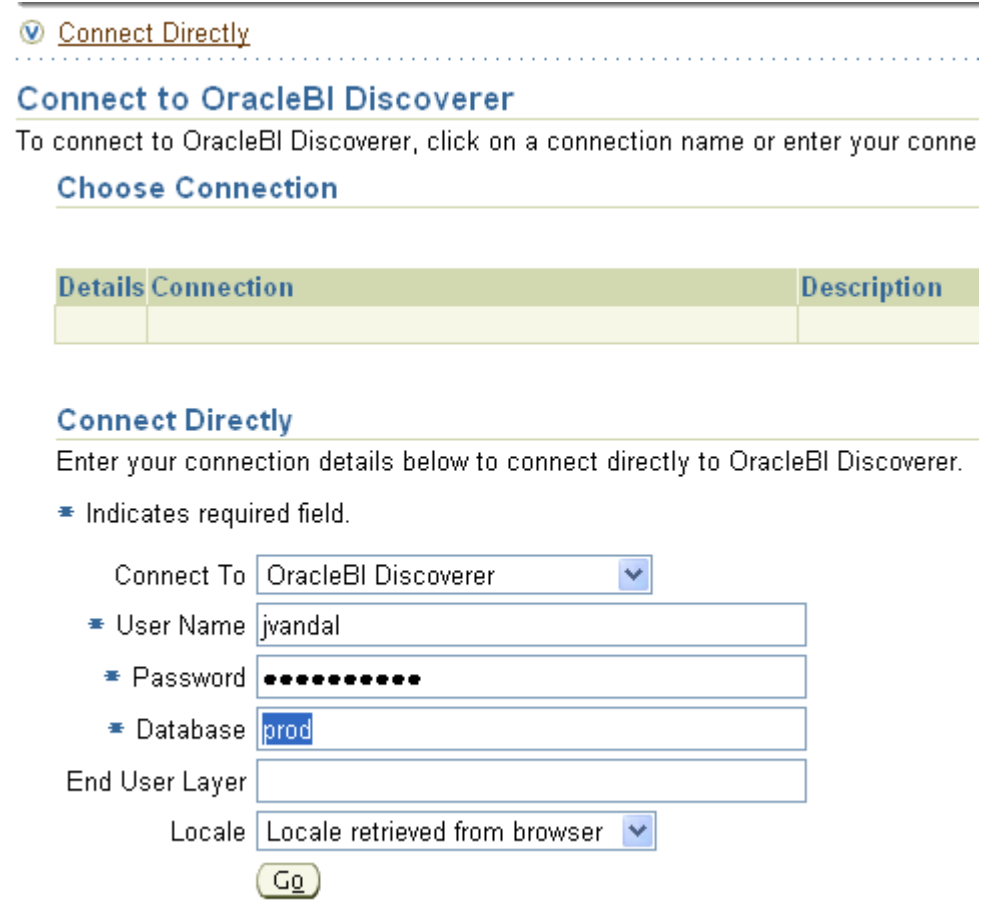


Accessing Discoverer Viewer							
1.	Open a web browser (e.g. Firefox, Internet Explorer).						
2.	Go to the FAMIS Home Page (http://banner.uidaho.edu/famis/index.htm).						
3.	Click FAMIS Self Service Current FAMIS Implementation						
4.	Click Discoverer Viewer						
3.	Enter your FAMIS user name in the User Name field.						
4.	Enter your FAMIS password in the Password field.						
5.	<p>Enter PROD in the Database field.</p>  <p> <input type="checkbox"/> Connect Directly </p> <hr/> <p>Connect to OracleBI Discoverer</p> <p>To connect to OracleBI Discoverer, click on a connection name or enter your connection details below.</p> <p>Choose Connection</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Connection</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Connect Directly</p> <p>Enter your connection details below to connect directly to OracleBI Discoverer.</p> <p>* Indicates required field.</p> <p>Connect To <input type="text" value="OracleBI Discoverer"/></p> <p>* User Name <input type="text" value="jvandal"/></p> <p>* Password <input type="password" value="*****"/></p> <p>* Database <input type="text" value="prod"/></p> <p>End User Layer <input type="text"/></p> <p>Locale <input type="text" value="Locale retrieved from browser"/></p> <p><input type="button" value="Go"/></p>	Details	Connection	Description			
Details	Connection	Description					
6.	Click the Go button.						
7.	<p>A list of reports that you have access to will appear in the Result List.</p> <p>Note: if there is a report you need access to that does not appear in this list, contact Mike Finkbiner (mikef@uidaho.edu).</p>						

Viewing a Report

Worksheet List

Search
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

Result List

[Expand All](#) | [Collapse All](#)

Focus Name	Description	Owner	Last Modified
Discoverer Workbooks			
<input type="checkbox"/> fcp_capital_project_detai_w_parent.dis	Capital Project Detail w/ Parent CP	FAMIS_LIBRARY	Friday, May 14, 2010 01:15:42 AM PDT
<input type="checkbox"/> fcp_dead_budgets_all_ui.DIS	Capital Pojects Dead Buget Report	FAMIS_LIBRARY	Wednesday, July 7, 2010 09:20:15 AM F
<input type="checkbox"/> fcp_dead_budgets_ui.DIS	Capital Pojects Dead Buget Report	FAMIS_LIBRARY	Wednesday, July 7, 2010 09:20:49 AM F
<input type="checkbox"/> fic_inventory_configuration.dis		FAMIS_LIBRARY	Friday, May 14, 2010 03:35:33 AM PDT
<input type="checkbox"/> fmm_labor_charges.dis		FAMIS_LIBRARY	Friday, May 14, 2010 12:53:52 AM PDT
<input type="checkbox"/> fsm_building.dis	Space Management Building Information	FAMIS_LIBRARY	Friday, May 14, 2010 01:24:02 AM PDT
<input type="checkbox"/> fsm_site.dis	Space Management Site Information	FAMIS_LIBRARY	Friday, May 14, 2010 01:28:11 AM PDT
<input type="checkbox"/> FSMUI_Space_Configuration.DIS		FAMIS_LIBRARY	Thursday, May 27, 2010 09:01:06 AM PC

[Preferences](#) | [Exit](#) | [Help](#)

Select to Set Focus In

Select to

1. Click either the Select To Set Focus In or the Select to Expand icon to expand the worksheets for the report to be viewed.

Worksheet List

Search
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

Result List

[Expand All](#) | [Collapse All](#)

Focus Name	Description	Owner	Last Modified
Discoverer Workbooks			
<input type="checkbox"/> fcp_capital_project_detai_w_parent.dis	Capital Project Detail w/ Parent CP	FAMIS_LIBRARY	Friday, May 14, 2010 01:15:42 AM PDT
<input type="checkbox"/> fcp_dead_budgets_all_ui.DIS	Capital Pojects Dead Buget Report	FAMIS_LIBRARY	Wednesday, July 7, 2010 09:20:15 AM PDT
<input type="checkbox"/> fcp_dead_budgets_ui.DIS	Capital Pojects Dead Buget Report	FAMIS_LIBRARY	Wednesday, July 7, 2010 09:20:49 AM PDT
<input type="checkbox"/> fic_inventory_configuration.dis		FAMIS_LIBRARY	Friday, May 14, 2010 03:35:33 AM PDT
<input type="checkbox"/> fmm_labor_charges.dis		FAMIS_LIBRARY	Friday, May 14, 2010 12:53:52 AM PDT
By Labor Account			
By Work Order			
By Date and WO			
By Emp and Wk Date			
<input type="checkbox"/> fsm_building.dis	Space Management Building Information	FAMIS_LIBRARY	Friday, May 14, 2010 01:24:02 AM PDT
<input type="checkbox"/> fsm_site.dis	Space Management Site Information	FAMIS_LIBRARY	Friday, May 14, 2010 01:28:11 AM PDT
<input type="checkbox"/> FSMUI_Space_Configuration.DIS		FAMIS_LIBRARY	Thursday, May 27, 2010 09:01:06 AM PDT

2. Some reports have parameters.

[Connect](#) > [Workbooks](#) >
fmm_labor_charges.dis - By Work Order
 Last run Monday, July 26, 2010 03:02:44 PM PDT

Worksheets

[By Labor Account](#)
[By Work Order](#)
[By Date and WO](#)
[By Emp and Wk Date](#)

Parameters Needed
 Select values for the following parameters.
 * Indicates required field

- * Select or Enter Work Order
(Use % as a wildcard.)
- * Enter Starting Work Date
Format: 'DD-MON-YYYY' (Example: 26-JUL-2010)
- * Enter End Work Date
Format: 'DD-MON-YYYY'
- * Select or Enter Employee
Use wildcard (%) to view multiple employees (Use % as a wildcard.)
- * Select or Enter Crew
Use wildcard (%) to view multiple crews (Use % as a wildcard.)

Tips:

- If the parameter field has a * beside it, the parameter is mandatory.
- Enter '%' as a wildcard.
- Some data require a specific format. For example, most dates require DD-MON-YYYY format, such as 01-JUL-2010
- If there is a flashlight icon to the right of the parameter field, then you can click it to get a list of values for that field. If you click the flashlight next to a field, the Search and Select box will appear.

Values can be selected by either:

Search
 To find the value, select a filter in the drop down list and enter a word in the text field, then click the values, clear the search box and click the go button

Search by
 Search for
 Case Sensitive

Results

Available

HAITIM

Previous 1-1 of 1 Next

[Move](#)

[Move All](#)

[Remove](#)

[Remove All](#)

Selected

- Using the Search For to search for the parameter. When the results are found, select the desired value(s), then click the Move button to move it to the selected box.

- Using the drop down list under Results Available

Select the values(s) in the Results box. Click the Move button to move them to the Selected box. Click the Select button.

CASE SENSITIVE

Results

Available

WARJOH
34343
ABDNOO
ABOMOU
ABRJES
ABRMIR
ABUNAJ
ACHOLG
ACKMAR
ACKOLG
ACUJOH
ADAJAM
ADHARU
ADLDAV

1-25

Selected

ABBADI
ABBJES
ABBJOE

3.

Tools Layout Format Stoplight Sort Rows and Columns

Up 25 Rows Down Rows 1-25, Columns 1-6 of 9 Left 6 Columns Right

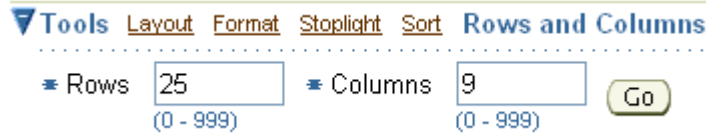
Wo Number	Work Date	Employee	Name	Pay Code	COA
S1000001	08-JUL-2010	HATKEV	HATTENBURG, KEVEN	REGULAR	NULL
S1000002	01-JUL-2010	BETHAL	BETSCHART, HALE L	REGULAR	NULL
	08-JUL-2010	BROMAR	BROOKER, MARK A	REGULAR	NULL
		DIAKEV	DIAL, DONALD	REGULAR	NULL
		HATKEV	HATTENBURG, KEVEN	REGULAR	NULL
		MCLMC	MCLAUGHLIN, MICHAEL	REGULAR	NULL
S1000006	03-JUL-2010	SCHCHA	SCHOEFFLER, CHARLES	VAC	NULL
	08-JUL-2010	SHECHR	SHELLEY, CHRIS R	VAC	NULL
S1000008	08-JUL-2010	SHECHR	SHELLEY, CHRIS R	OPS	NULL
S1000024	08-JUL-2010	HATKEV	HATTENBURG, KEVEN	REGULAR	NULL
S1000057	08-JUL-2010	DIAKEV	DIAL, DONALD	REGULAR	NULL
S1000084	08-JUL-2010	DIAKEV	DIAL, DONALD	REGULAR	NULL
S1000186	17-JUL-2010	HEUKEN	HEUSTIS, KENDALL	REGULAR	NULL
S1000189	17-JUL-2010	HEUKEN	HEUSTIS, KENDALL	REGULAR	NULL
S1000231	01-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL
	02-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL
	05-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL
	06-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL
	07-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL
	12-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL
S1000233	07-JUL-2010	REDJOH	REDDEN, JOHN	OPS	NULL

Up 25 Rows Down Rows 1-25, Columns 1-6 of 9 Left 6 Columns Right

The reports default to 25 rows and 6 columns. To change the number of rows and

columns visible for a report:

- a) Expand Tools.
- b) Enter the n number of rows (from 0-999) and number of columns (from-999).
- c) Click the Go button next to the Rows and Columns fields.



- d) If you wish to save these changes, click Save As under the Actions box (near the top of the page). The Save Workbook As screen will appear. This will save this report under your user name in Discoverer.

[Connect](#) > [Workbooks](#) >

Save Workbook As

Choose a new name for this workbook

* Indicates required field.

* Workbook Name

TIP The workbook will be saved in the root of the folder tree.

Example of a report with additional columns in view.

Wo Number	Work Date	Employee	Name	Pay Code	COA	Labor Account	Work Hours	Labor Charge
S1000001	08-JUL-2010	HATKEY	HATTENBURG, KEVEN	REGULAR	NULL	U11008-RAX001-E5210-08POM	1.00	39.00
S1000002	01-JUL-2010	BETHAL	BETSCHART, HALE L	REGULAR	NULL	U11008-RAX001-E5210-08POM	-1.00	-22.00
							1.00	22.00
	08-JUL-2010	BROMAR	BROOKER, MARK A	REGULAR	NULL	U11008-RAX001-E5210-08POM	0.00	0.00
		DIAKEY	DIAL, DONALD	REGULAR	NULL	U11008-RAX001-E5210-08POM	1.00	19.00
		HATKEY	HATTENBURG, KEVEN	REGULAR	NULL	U11008-RAX001-E5210-08POM	1.00	20.00
		MCLMIC	MCLAUGHLIN, MICHAEL	REGULAR	NULL	U11008-RAX001-E5210-08POM	1.00	20.00
S1000006	03-JUL-2010	SCHCHA	SCHOEFFLER, CHARLES	VAC	NULL	U11008-RAX001-E5210-08POM	6.00	234.00
							-6.00	-234.00
	08-JUL-2010	SHECHR	SHELLEY, CHRIS R	VAC	NULL	U11008-RAX001-E5210-08POM	5.00	195.00
							-5.00	-195.00
S1000008	08-JUL-2010	SHECHR	SHELLEY, CHRIS R	OPS	NULL	U11008-RAX001-E5210-08POM	-5.00	-195.00
							5.00	195.00
S1000024	08-JUL-2010	HATKEY	HATTENBURG, KEVEN	REGULAR	NULL	U11008-RCX553-E5210-08POM	7.00	254.00
S1000057	08-JUL-2010	DIAKEY	DIAL, DONALD	REGULAR	NULL	U11008-RDX410-E5210-08POM	1.00	38.00
S1000084	08-JUL-2010	DIAKEY	DIAL, DONALD	REGULAR	NULL	U11008-RCX560-E5210-08POM	3.00	95.00
S1000186	17-JUL-2010	HEUKEN	HEUSTIS, KENDALL	REGULAR	NULL	U11008-RDX100-E5210-08POM	2.00	64.00
S1000189	17-JUL-2010	HEUKEN	HEUSTIS, KENDALL	REGULAR	NULL	U11008-RDX100-E5210-08POM	6.00	191.00
S1000231	01-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL	X14061-QIA301-E5210-10AAXX	8.00	256.00
	02-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL	X14061-QIA301-E5210-10AAXX	8.00	256.00
	05-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL	X14061-QIA301-E5210-10AAXX	8.00	256.00
	06-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL	X14061-QIA301-E5210-10AAXX	8.00	256.00
	07-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL	X14061-QIA301-E5210-10AAXX	7.00	209.00
	12-JUL-2010	REDJOH	REDDEN, JOHN	VAC	NULL	X14061-QIA301-E5210-10AAXX	4.00	118.00
S1000233	07-JUL-2010	REDJOH	REDDEN, JOHN	OPS	NULL	X14061-QIA301-E5210-10AAXX	1.00	47.00

Sample Report Results

Change History

Date	Description	Changed By
27 July, 2010	Initial Document	Tim Haight
30 June 2012	Reformatted	Tim Haight
14 Nov 2012	Updated Login Information	Tim Haight